

# Guidelines for best service and turnaround

## Purchase Orders - Calibration Services

Your purchase order can be e-mailed or faxed to Sales/Customer Service in advance or enclosed with the materials or instruments sent to LTI for services. To ensure that orders are processed correctly and efficiently, we need all pertinent information before a job begins. Please include all of the following applicable details about the services requested on your PO.

### Type of Calibration Services Required:

- Instrument Calibration
- Field Calibration
- New Instrument(s)/Part
- Instrument Repair

**Description of Instrument(s)/Equipment** (manufacturer, model #, grade/class of gages):

\_\_\_\_\_

**Quantity of each Instrument:** \_\_\_\_\_

**Quote Number/Cost from LTI Price List:** \_\_\_\_\_

**Special Instructions** (if applicable): \_\_\_\_\_

**Permission to subcontract order** (if applicable): \_\_\_\_\_

**Calibration Frequency** (for reminder notices, if applicable): \_\_\_\_\_

**Shipping Method/Destination:** \_\_\_\_\_

### Turnaround: \*

- Standard
- Expedited Services: \*\* (Please call for availability)
  - \_\_\_ Same Day Rush
  - \_\_\_ Next Day Rush
  - \_\_\_ 2nd Day Rush
  - \_\_\_ 3rd Day Rush

\* Order will be completed by 5:00 p.m. on the due date

\*\* Material & Purchase Order must be received at LTI by 12:00 Noon to be considered as the first day of service

**Contact:** Name \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Billing Information:** \_\_\_\_\_